



# Food Services Manager

## Job Description

### Lake Nutimik Baptist Camp Inc. o/a Camp Nutimik

.75 Position – Permanent  
(Full Time – May through August, Part Time – the remainder of the year)

The Food Services Manager, as part of the Senior Leadership Team, reporting to the Executive Director, is responsible for overseeing, coordinating, managing, and administrating the area of food service at Camp Nutimik in a manner that delivers the mission and vision of the Camp. Camp Nutimik's mandate is to reach children and youth for Christ, provide opportunities for campers to become committed followers of Jesus Christ, and develop Christian leaders. It is expected that the Food Services Manager will carry out their responsibilities in a manner that glorifies Jesus Christ, demonstrates Christian character traits of truth, love and grace, and fulfills the Mission Statement to the highest standard of professional and personal excellence.

The Food Services Manager must be committed to building the Kingdom of God. Camp Nutimik's ministry is relationship-centered and therefore, this individual must be able to *convey* a sense of Christ-like hospitality and concerns for visitors, guests, campers, volunteers, and staff. The Food Service Manager must have demonstrated the ability to lead, motivate and develop strong teams through positive mentoring relationships with staff, seasonal workers, and volunteers.

This position requires the individual to reside primarily on site for the spring/summer season, with on-site responsibilities in the fall/winter seasons dependent on rental bookings. Due to the highly seasonal nature of this role, it is expected that the candidate will adapt their work schedule to accommodate work responsibilities that include evenings, weekends and long hours. All overtime must be pre-approved by the Executive Director.

### Responsibilities

- Prepare menus for all summer camp and additional food service groups with alternate menu adjustments for food allergy and dietary accommodations.
- Place and receive all food orders, keep inventory of kitchen and pantry, adhere to food services operating budgets.
- Ensure all areas related to food service (kitchen, stock rooms, freezers, and coolers, etc.) are properly maintained, stocked, and kept in compliance with Public Health regulations and Food Safe guidelines.
- Ensure economical use of food and timely preparation of same – ensuring kitchen and dish pit procedures, food preparation methods, portion sizes, and food presentation are in compliance with Public Health regulations and Food Safe guidelines.
- Recruit kitchen staff (cooks and volunteer kitchen help) according to food service needs for camp programs, events, rental and volunteer groups, etc.
- Provide leadership in kitchen as Head Cook. Provide training to kitchen staff and volunteers, managing team and delegating responsibilities, supervise and oversee as appropriate. Provide feedback and mentorship to seasonal kitchen staff.
- Model a Christ-like attitude through personal language, appearance, health habits, etc., in promoting a positive and supportive work environment.
- Be committed to a Matthew 18 model of dealing with inter-personal conflicts.

**Qualifications:**

- Mature Christian believer with a profession of accepting Jesus Christ as their Lord and Saviour, supported by witnesses from their local church. A reference check including at least one Pastor, as well as other believers who have known the candidate for at least five years.
- Demonstrated evidence of the Fruit of the Spirit (Galatians 5:22-23<sup>1</sup>), and other attributes of Christian character as listed in the scriptures.
- 2+ years kitchen experience preferred – camping experience an asset.
- A working knowledge with food preparation experience for varying dietary needs/accommodations.
- CPR, Standard first Aid, WHMIS, Food Handlers Certification required (or willing to obtain).
- Valid Class-5 Manitoba Drivers license.
- Criminal Check, Vulnerable Individuals Registry Check, Credit Check.
- Physically able to complete all tasks involved in food preparation and clean-up services.
- Work schedule adaptability to accommodate on site work responsibilities including evenings, weekends and long hours.
- Able to work well in a team as well as on your own.

**Please submit your résumé, along with a cover letter to :**

Mail to: Box 35040 RPO Henderson

Winnipeg MB R2K 4J9

Email to: [director@campnutimik.com](mailto:director@campnutimik.com)

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<sup>1</sup> But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.